

IFRA Process Workflow
Department of Mental Health

Responsible Staff	Detail Process	Time Frame
Treatment Team	1. Submit Mandatory (or Elective) Referrals – IFRA referral packet provided to IFRA Program Director. Note: IFRA Referral packet includes: <ul style="list-style-type: none"> SVRA (with HCR 20 v3) IFRA Referral Form Records Review Status and Summary 	Within 50 days of planned Unsupervised Community Access change or discharge
IFRA Program Director, or designee	2. Make the determination that a referral packet is complete. Clarification and/or additional information may be requested from the Treatment Team. Note: If additional information is not received, notify the Treatment Team that the IFRA referral is closed and that Treatment Team must resubmit an updated Referral Packet within 30 additional days.	Within five (5) Days of receipt of a complete Referral Packet
IFRA Program Director, or designee	3. Determine the need for an IFRA or a Forensic Consultation and notify the Treatment Team in writing of such decision. Note: The Treatment Team will incorporate the Program Director's response in the Patient's medical record.	Within 7 Days of receiving a completed IFRA Referral Packet
Forensic Services	4. Assign an IFRA Consultant, if the IFRA is necessary.	Within 6 Days of receiving a completed IFRA Referral Packet
IFRA Consultant	5. Contact the Treatment Team to schedule an interview with the Patient Note: At least one mental health professional on the Patient's Treatment Team must attend the initial interview but all Treatment Team members are invited to attend.	Within 7 Days of the Case Assignment Date
IFRA Consultant	6. Provide the Senior Forensic Reviewer with a written report documenting their risk assessment and recommendations regarding risk mitigation.	Within twenty (20) Days of the Case Assignment Date
Senior Reviewer	7. Review the IFRA Consultant's report. 8. Write the Senior Review letter or contact the IFRA Consultant to request additional information.	Within six (6) Days of receiving the IFRA consultant's report
IFRA Consultant	9. Revised IFRA report shall be re-submitted to the Senior Reviewer if needed.	Within 7 Days of receiving the Senior Reviewer request for information
Senior Forensic Reviewer	10. Write the senior review letter and submit to the Treatment Team through the attending psychiatrist. 11. Notify the FMD and the AMD of the completion of the IFRA.	Within 6 Days of receiving the revised report
Treatment Team	12. Meet to review the report and the Senior Forensic Reviewer letter. Note: If in agreement with the IFRA report, review with the Patient and incorporate into treatment planning. If <u>not</u> in agreement with the IFRA report, follow the disagreement procedure below	As soon as practicable after receipt of the IFRA report and Senior Review Letter

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Disagreements Concerning Process or Recommendations		
Treatment Team	1. Consult with the FMD and the COO to determine the most expeditious process for resolving the disagreement.	Immediately
Treatment Team	2. Consult with the IFRA Consultant and Senior Forensic Reviewer to resolve the disagreement.	
Facility Medical Director	3. Notify the AMD(s) of the Facility's Area and the Area of discharge of the decision and document in the medical record.	Within seven (7) Days
AMD(s) or designee	4. Decide if they also disagree. 5. If disagreement remains, refer the case to the Assistant Commissioner and the Deputy Commissioner.	Within seven (7) Days
Assistant Commissioner/ Deputy Commissioner	6. Determine next steps and document the decision in the medical record.	Within 7 Days of receiving notice of a dispute